



# The Salvation Army

## KWM Division

### JOB DESCRIPTION

**TITLE:** Dining Room Host

**LOCATION:** Three Trails Camp and Retreat Center

**JOB CODE:** 2

**CLASSIFICATION:** Exempt Summer Staff Seasonal

**DATE:** March 12, 2019

**REPORTS TO:** Head Cook and Assistant Cook

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#### **The Salvation Army Mission:**

The Salvation Army, an international movement, is an evangelical part of the universal Christian church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination.

**Job Objective:** Oversee operations of the dining room food services.

#### **Essential Functions:**

This job description should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of the position. Other job related responsibilities and tasks may be assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

- Must have or obtain Independence, MO, Health Department Food Service Certificate.
- Oversee and monitor the dining room staff.
- Assign duties to the dining room staff.
- Make sure dining room is prepped and ready for meals.
- Greet guests/campers as they go through the serving line.
- Grant permission for campers to come into the dining hall.
- Ensure campers are lined up in an orderly fashion.
- Inform campers of dining hall rules and enforce rules.
- Help clean tables, counters, etc. in the dining room.
- Before meals, help put out condiments, cereal, and other items. Following meals, help put away condiments, cereal and other items.
- Assist in the cleaning and setup of dining room areas.
- Oversee sweeping and mopping of dining room and hallway.
- Assist in beverage preparation.

- Assist in tearing down and setting up of dining room weekly for thorough cleaning.
- Assist in serving of camper snacks.
- Help collect and submit Summer Food Service Program paperwork.
- Be a positive influence on campers, leading by example.
- Be aware of and follow all Three Trails Camp policies and procedures.
- Be in attendance at all staff and camp meetings.
- Carry out assignments given for camp registration.
- Other duties as assigned

**Minimum Qualifications:**

Education: NA

Experience: Experience in food services preferred.

Certifications/Licenses: Must have or obtain Independence MO, Health Department Food Service Certificate or certification from approved city or program.

Skills/Abilities: Ability to work long hours with limited breaks.

**Supervisory Responsibility:** Oversee dining room aides, volunteers and campers in the dining hall area.

**Safe from Harm Level:** 3 Camp Training

**Blood borne Pathogen Level:** 3

**Physical Requirements:**

Speaking, hearing and vision ability, and excellent manual dexterity to be able to perform oversee operation of dining room

Lifting, pulling and pushing of materials up to 25 pounds to setup/tear down dining room.

Requires bending, squatting and walking.

Standing up to 6-8 hours per day.

**Travel:** Not required

**Driving:** Driving not required, but preferred. Staff with a valid license from the state of residence will apply for approval through The Salvation Army Fleet Safety Program. If approved, the candidate might be asked to drive either a Salvation Army or personal vehicle on Salvation Army business.

**Working Conditions:** Work is performed in the camp dining hall and does include weekdays and weekends based on the summer camp and divisional schedule.

**All employees recognize that The Salvation Army is a church and agree that they will do nothing as an employee of The Salvation Army to undermine its religious mission.**

*Your signature below indicates that you have read and understand the job description and agree to perform the duties as assigned.*

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**Employee Signature**

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**Date**